Family Separation Allowance (Multiple Entry)

Introduction:

This section provides the procedures for starting, changing, and stopping FSA. This entitlement is paid to active duty members with dependents that are separated from their family members due to shipboard duty, temporary additional duty, or assignment to restricted duty.

Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

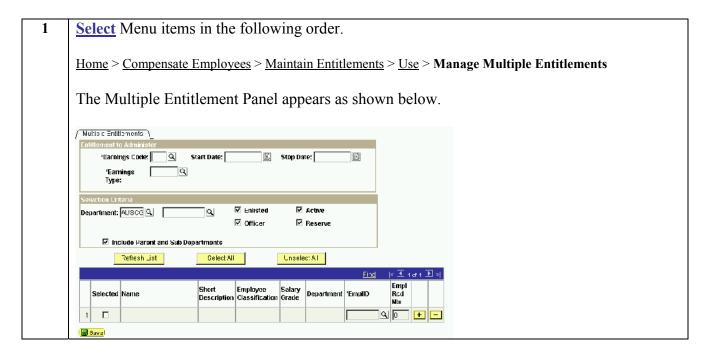
Single Entries

To make entries for few members or to make corrections and deletions, click <u>here</u> for instructions on making single entries.

Procedure:

<u>FSA-R</u> starts on the date the member departed from the permanent duty station or first day of authorized travel time, whichever, is later. Before preparing an entry to start FSA-R, however, you must wait until the Permanent Change of Station reporting entry has processed in JUMPS; otherwise, the reporting entry will terminate FSA entitlement.

Start CGHRMS, <u>sign-in</u> and follow these steps to start, stop, correct, or delete Family Separation Allowance.



2 Complete the "Entitlement to Administer" fields as outlined below.

Warning! Mistakes will require extensive single entry rework!!

Please Double Check Your Work Before Saving!

<u>Type</u> "FSA" in the Earnings Code field shown below or use the magnifying glass uo search and select the Family Separation Allowance Earnings Code.

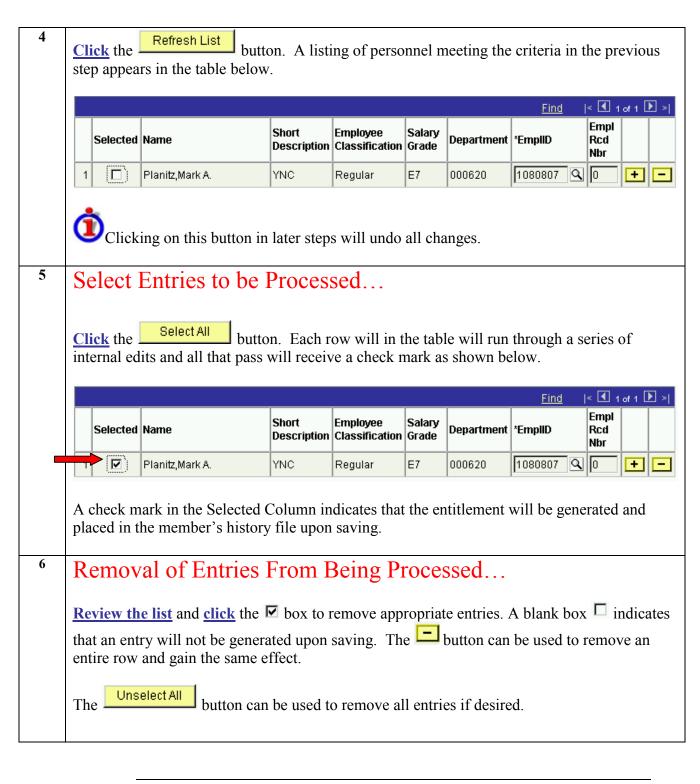


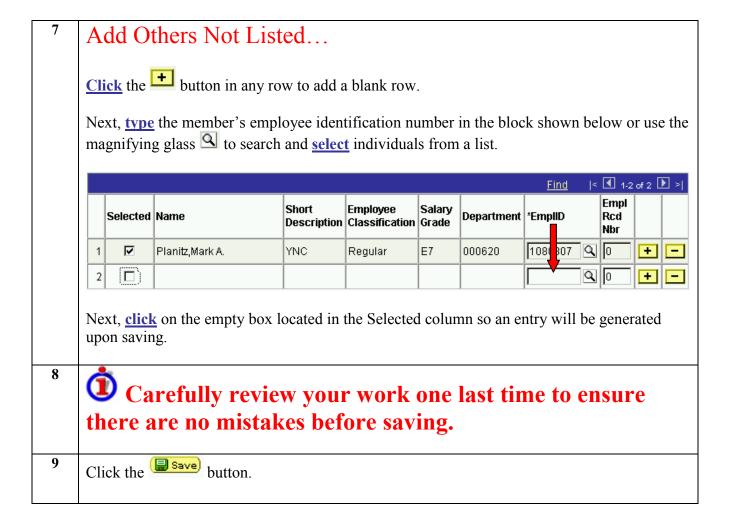
Complete the remaining fields as outlined below.

Field	Action
Start Date	Use the calendar button to select the desired date or enter the start date in MMDDYYYY format. Leave this field blank when stopping continuous FSA.
Stop Date	Use the calendar button to select the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated. Leave this field blank when entering continuous FSA.
Earnings Type	Type in the code if known or use the to search and select from a listing of available earning types.
Earnings Type Description	Pre-filled. Ensure the proper earnings type is shown.

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Field	Action
Department	There are 2 lookup boxes located next to Department
	Leave the first box set to AUSCG (Active Duty USCG) as shown below.
	Department: AUSCG Q Q
	Type the Department Code in the 2 nd block shown below or use the search and select from a listing of available codes.
	Department: AUSCG Q
Enlisted	A checkmark ✓ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark ✓ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.
Reserve	A checkmark ✓ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the
	selection criteria.
Include Parent	A checkmark ✓ indicates sub departments will be included in the
and Sub	selection. Click on the box to remove sub departments, if desired. A blank
Departments	box indicates sub departments been removed from the selection
	criteria.





End